



FIRE ALERT

U.S. General Services Administration,
Washington, DC 20405

2011-1

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FIRE SAFETY GUIDELINES FOR HOLIDAY DECORATIONS AND DISPLAYS

The following are suggested guidelines for the arrangements of displays and decorations in federally occupied buildings. Please consult your Regional Fire Protection Engineer for additional guidance.

- ◆ Decorations and displays within assigned space shall conform to the general use of space as appropriate. Where large groups of persons are expected to view displays, adequate provisions shall be made for emergency egress.
- ◆ Decorations and displays shall not involve lighted candles or other open flame or high heat producing devices. In addition, no decorations shall be hung from fire sprinklers.
- ◆ Except as noted in the paragraphs below, all decorations and displays in corridors, lobbies, or other public spaces and in cafeterias, auditoriums, or other places of assembly shall be constructed of noncombustible or flame-retardant materials and kept completely free and clear of any exit or access to an exit.
- ◆ Limited amounts of combustible or flammable materials shall be permitted for small displays or for elements in larger size displays where such materials do not present concerns for the occurrence or spread of a fire.
- ◆ Traditional holiday decorations on office doors may contain limited amounts of combustible or flammable materials.
- ◆ Noncombustible artificial trees are permitted in any size provided they do not interfere with any exit or access to an exit.
- ◆ Natural trees less than 4 feet in height may be brought into buildings for not more than 2 weeks provided they stand in water and are clear of any exit or exit lobbies.
- ◆ The property manager may permit the use of a natural tree exceeding 4 feet in height provided:
 - The tree stands in water,
 - The position of the tree is clear of exit routes by a distance equal to the height of the tree plus 6 feet,
 - There are no other combustibles in the area likely to be ignited by fire in the tree,
 - The maximum height of the tree does not exceed two-thirds of the ceiling height and,
 - The tree is sprayed with an approved non-toxic flame retardant coating.